

RESALE AUXILIARY OUTLET

STANDARD OPERATING PROCEDURE

500 BED FLEET HOSPITAL

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500 BED FLEET HOSPITAL
STANDARD OPERATING PROCEDURES
AUXILIARY RESALE OUTLET

A. **MISSION:** Provide basic necessity items to assigned personnel and patients, promote good morale, and provide a source of income for the general welfare of the personnel assigned to the unit operating the ARO.

B. **FUNCTIONS:** Provides basic necessity items to assigned personnel and patients.

C. **PHYSICAL DESCRIPTION OF FUNCTIONAL AREA:**

1. Location within complex: Various

2. Sheltering

Type: ISO Container (rigid, hard wall shelter 8x8 1/2x20)

Quantity: One. Non-expandable ISO shelter

3. Material:

IOL: SBOA, SGOE, SBOG, SBOH, SBOI, SBOJ, SBOK,
SBOL, SBOM, SBON

D. **SPECIAL CONSIDERATIONS/HAZARDS:**

1. None.

F. **DEPARTMENT ORGANIZATIONAL STRUCTURE:**

1. The store operator reports to the ARO officer, who will be the Supply Officer.

2. Staffing requirement of two SH personnel.

G. **WORKLOAD:**

1. Variable.

H. **TASKS:**

1. Chief, Bureau of Medicine and Surgery Granted authorization to establish an ARO at FHOTC on 15 May 1997.
2. Every effort has been made to make your ARO, established for training as similar to how it will be when deployed.
3. Per Ref. F-1, ARO's are authorized to provide only the following specific merchandise for resale:
 - Non-alcoholic beverages
 - Donuts and other pastries
 - Prepared and packaged snack items
 - Prepared and packaged sandwich items
4. Preparation of food items at your ARO is specifically prohibited.
5. Merchandise sold in your ARO shall be procured from the Navy Exchange or Marine Corps Exchange at their established selling price. The markup in your ARO will not exceed 10% for all food items and NTE 55% for soda rounded off to the nearest nickel, per Ref F-2.
6. Each Fleet Hospital class operating the ARO will pay \$25.00 of their profits to the FHOTC Supply Officer. This money will be used to pay the annual premium on required liability insurance, per Ref. F-1.

I. **RESPONSE TO DEPLOYMENT HAZARDS**

1. **FIRE PROCEDURES**

- **Initially, attempt to extinguish a fire with a portable fire extinguisher ONLY IF THE FIRE IS CONTAINED.**
- Simultaneously, the Functional Area (FA) needs to IMMEDIATELY contact ADMIN either by phone or runner/messenger. ADMIN WILL SOUND THE ALARM FOR FIRE.
- The FA Leader will decide to evacuate the space if the fire is determined to be out of control.

- A muster of all staff and patients within the affected FA needs to be taken immediately and sent to ADMIN by runner.
- The FA Leader needs to wait at the FA access point for the Fire Marshall and Fire Team to arrive in order to report: type of fire, volatile items in the space (O2 cylinders, HAZMAT) and any casualties known to be in the space.
- Once the fire is out, there will be an inspection of the damaged area by the Fire Marshall, FA Leader and other key personnel.
- The Fire Marshall will give an assessment report to the Commanding Officer describing damages sustained by the FA. Depending on the outcome of the fire, the FA may need to relocate somewhere else until it is fully functional again. The FA Leader needs to await orders from the Command Staff before re-entering the FA and returning to duty.

2. CHEMICAL/ BIOLOGICAL ATTACK

- The hospital ADMIN department will notify the hospital compound, via 1MC, if there is a possibility of a biological/chemical attack.
- All areas of the compound must respond appropriately
- Once the alarm has been sounded for biological/chemical attack, **THE INITIAL ACTION TAKEN IS TO DON AND CLEAR YOUR GAS MASK.** Since the fleet hospital is operational, sleeves should always be down. **The donning and clearing of the gas mask should be accomplished in a total of 8 seconds.**
- If a MOPP level is required, the ADMIN department will announce that accordingly and everyone will proceed to MOPP Level 4. **This task must be accomplished within 8 minutes.**
- A muster of all FA staff and patients needs to be taken immediately and sent to ADMIN.
- **Drink water!! Hydration, hydration, hydration.**
- The ALL CLEAR will be announced by ADMIN over the 1MC.

3. AIR RAID PROCEDURES

- Once the alarm has been sounded for air attack, **THE INITIAL ACTION TAKEN IS TO EVACUATE ALL FA STAFF AND PATIENTS TO THE**

BUNKERS. The entire compound must evacuate to appropriate bunkers including living spaces/GPL's and the COMMZ

- Conduct an accurate muster of all staff personnel and patients immediately and submit it to the ADMIN bunker.
- Be sure to bring all gear including canteens since mustering may require everyone to be standing outside for long periods of time.
- When announced over the 1MC, each FA must send in two junior personnel to search and sweep high, medium and low on both sides of the FA to check for bombs. All other personnel will stay outside in bunkers until area is cleared. The All Clear will be announced over the 1MC.

4. MISCELLANEOUS ITEMS

- If trouble arises with HVAC or C-panel (electrical power), submit a work request to the student Public Works department. Both the HVAC and C-panel operations remain off-limits to students other than Seabees.
- Each FA needs to have a logbook or similar system in order to keep track of all staff and patients within the compound. Each time a staff member or patient leaves the FA, he/she must be logged out (time, location) and then logged back in when he/she returns. This will assist with accuracy when conducting musters.

J. REFERENCES INDEX

<u>Number</u>	<u>Title</u>
F-1	NAVSUP P-487
F-2	OPNAV 4060.4B